

# MAINE ARTS COMMISSION

## Organizational Development Grant

**Application opens: March 13, 2015**

**Application deadline: April 13, 2015 at 5 p.m.**

**Maximum award: \$5,000**

The Organizational Development grant is designed to support capacity-building projects for arts organizations throughout Maine. Grant funds can help address issues that include positioning of the organization, board and staff development, planning, financial management, and marketing. Projects can be in any artistic discipline and on any scale.

There is a required 1:1 in-kind or cash match for this grant.

**This funding cycle is for projects taking place between July 1, 2015 and June 30, 2016.**

### ELIGIBILITY REQUIREMENTS

Your organization is eligible to apply if it meets all of the following criteria:

- Is a nonprofit organization, legally established in the state of Maine.
- Has a 501(c)(3) tax-exempt status from the Internal Revenue Service or is a unit of municipal, county or tribal government.
- Is in compliance with final reports required for any previous Maine Arts Commission awards received.

### EXPENSE INFORMATION

The following list includes examples of eligible and ineligible expenses. Please check with appropriate program staff if you have questions about the eligibility of any expenses associated with your project.

Eligible expenses	Ineligible expenses
<ul style="list-style-type: none"><li>• Purchases: supplies, materials, equipment</li><li>• Rentals: supplies, materials, equipment, space</li><li>• Fees: artists, specialists, permits, services, consultants</li><li>• Production costs: events, installations, tours</li><li>• Planning: preparation and/or documentation of work</li></ul>	<ul style="list-style-type: none"><li>• Brick and mortar projects</li><li>• Operating support</li><li>• Permanent or capital equipment</li><li>• Fundraising</li><li>• Personal travel</li><li>• Re-granting of the funds</li></ul>

### APPLICATION PACKAGE

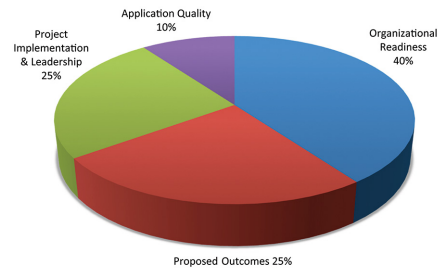
A complete application package for the Organizational Development Grant contains:

- Complete answers to all the narrative prompts
- Current 990 document or financial audit documentation
- Resume, bio, or curriculum vitae for all key personnel
- List of board members, including their affiliations
- Copy of any consultant's proposal/work plan
- Detailed organizational operating budgets for the previous, current and next fiscal years
- Completed project budget
- Completed vendor form
- Completed assurance form

## APPLICATION REVIEW CRITERIA

Organizational Development Grant applications are reviewed on a competitive basis using the following criteria:

- Organizational Readiness (40%)
- Proposed Outcomes (25%)
- Project Implementation & Leadership (25%)
- Application Quality (10%)



## APPLICATION NARRATIVE

1. What does your organization do? Provide a brief history of your organization and describe what it produces, presents and/or provides. (700 characters max.)
2. What is the project for which you seek funding? (1,100 characters max.)
3. Why is this project important to your organization at this time? How did you come to realize the need for this project? (1,100 characters max.)
4. What will be the outcome of this project? How will the outcome change your organization? How will it impact your work? If your organization has already taken steps to address this area, describe them. (1,100 characters max.)
5. What efforts have been made to gain staff and board support for working on these areas and to prepare them for changes that may occur as a result? (700 characters max.)
6. Who will implement this project? For projects using outside consultants, please attach a copy of the consultant's proposal. Consultant proposals should include: consultant summary of the issue(s) to be addressed, detailed scope of work (including outcomes, deliverables and timeframe), fees and qualifications. (900 characters max.)

## DEADLINE

Applications will be accepted until **5 p.m.** on the date of the application deadline.

## ASSISTANCE

You are welcome to contact agency staff and discuss your ideas at any time prior to the application deadline. You may also request an informal consultation about your completed application narrative two weeks or more prior to the application deadline.

## GENERAL QUESTIONS

Questions about the application or review process can be directed to Kathy Ann Shaw, Senior Director for Grants and Arts Accessibility, at 207-287-2750 or [kathy.shaw@maine.gov](mailto:kathy.shaw@maine.gov)

## SPECIFIC QUESTIONS

Please direct specific questions about your Organizational Development Grant application to Julie Richard, Executive Director, at 207-287-2710 or [julie.richard@maine.gov](mailto:julie.richard@maine.gov).



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